

## REQUIRED CAMP GUIDELINES

6414

(No.21 May 2016)

### Responsibility

#### All

To ensure uniformity within the Conservation Camps Program, each conservation camp shall develop written guidelines for the following subjects. In addition, each camp must develop guidelines that address concerns that relate specifically to the individual camp.

- Emergency Operations Plan (Confidential) – Which includes disturbance control, mutual aid, staff expectations, control of incident by levels, emergency preparedness, evacuation, and disaster control.
- Escape (Confidential)--must include: reporting responsibilities; staff notification; chain of command for camp staff, institutional staff, mutual aid staff; verifying escape; All Points Bulletin information; pursuit plan; patrols and posts; weapons use; final reports; and district attorney referrals.
- Weapons and Chemical Agents Storage (Confidential) -- use and inventory, include plan for storage of weapons of outside law enforcement visitors to the camp.
- Restraint Equipment Storage (Confidential) ---checkout and use of.
- Key Control (Confidential)--include list of all keys and doors they open. Indicate keys issued to staff or offenders. Key storage for vehicle keys or extra keys not being used. Should contain diagrams of each building indicating door locks and keys to open them.
- Fire Safety--list positions which staff fire stations, sound alarms and operate fire truck. List evacuation routes and set requirements for fire safety inspections, for drills and staff responsibility by positions. Procedure will contain diagrams of each building's evacuation route. (Refer to [Section 6447](#)).
- Camp Security Inspections and Search--list all camp security inspections by shift, time for inspections, objectives, and staff responsibility by position.
- Emergency Removal of offenders--medical, disciplinary, security, death.
- Release From Custody--paroles, bail, temporary community leave, out-to-court.
- Transfer of offender Custody between Departments.
- Knife and Tool Control--inventories, storage, issue responsibility.
- Dangerous Substance Control--storage, inventory, dispensing, use, and disposal requirements.
- Computer and FAX (including offender use).
- Contraband--Alcohol and Narcotics- detection and disposal, methods for laboratory referrals.
- Medical, Sick Call--pharmacy supplies, issue and inventory, lay-in policy, and Workers' Compensation Procedures.
- Visiting--regular, family, special, and attorney.
- Hobby--types of hobby, hobby hours, location, materials, tools, completed hobby.

- Offender Orientation
  - a. Department, Conservation Camp Training Centers, and camp rules pertaining to conservation camps.
  - b. Camp limits and out-of-bounds areas.
  - c. Expectation of the camp work program.
    - Assignment and job changes
    - Cleanliness (expectations)
    - Attitude towards staff and peers
    - Medical and dental procedures
  - d. Programs available in camp.
    - Recreation
    - Hobby
    - Visiting
    - Library
    - TV/ Approved Movies
    - Canteen, photo
    - Mail
    - Religious and self-help programs
    - Education
    - Counseling
  - e. Clothing
    - Laundry operation
  - f. Expectations of media and public interest in projects and emergency activities.
- Staff Orientation—CAL FIRE, CDCR policies and procedures, physical layout of camp; familiarize the employee with CDCR and CAL FIRE camp programs. (See [Chapter 6460](#)).
- Offender Clothing and Laundry--service, rags, repair, attire requirements.
- Offender Property Control--Authorized property, documentation, securing of property.
- Culinary Operation--Meal schedules, fire meals, ordering, storage, staff use, inventory.
- Hygiene Inspections--Responsibility of staff at the local and institution level: cleanliness inspections of dorms, culinary, grounds.
- Public Information and Community Relations--Interview or photographs of offenders, media contacts, good-neighbor policy, tours.
- Telephone--Business use, offender phone scheduling, monitoring.
- Vehicle Control and Use--CDCR and CAL FIRE vehicle use by offenders, service station operation, logging mileage and fuel, CAL FIRE repair shop, parking and storage of state and private vehicles.
- Mail Procedures--Outgoing mail, review by staff, mailing methods, and delivery of mail.
- Work Program--Daily Offender Work Roster security, posting of work hours, supporting documentation, staff responsibilities, and work expectations.
- Radio Use--CAL FIRE and CDCR radios, methods of operation, restrictions,

emergency use, maintenance.

- Emergency Response--Responsibility of camp staff and offenders for emergency dispatch: time limits, loading areas, CDCR custodial coverage (refer to [6563](#)), call back time limits.
- Operation of camp sewer, water, electrical, trash disposal/ recycle program, and LPG/natural gas systems.
- Operation of heating cooling systems for each building.
- Daily vehicle check out and maintenance procedures peculiar to the subject camp.
- Normal workday schedule.
- Work project initiation and completion procedures.
- In-camp product manufacture.
- Staff timekeeping and rotation of overtime for both CDCR and CAL FIRE staff.
- Off Campus incident expectations for CDCR employees.
- DJJ only - Disciplinary Decision Making System (DDMS)
- DJJ only - Ward grievance

Personnel assigned to or associated with conservation camps shall be familiar with and abide by these guidelines and all other orders, laws, rules, and regulations issued, distributed, or posted for the instruction of camp personnel or for the guidance of all personnel in general. (CCR Title15, §3415)

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